

COMMERCIAL PLAN REVIEW CHECK LIST

Required information on the Application/Plans for Stamp of Plan Approval:

- Use Group
- Type of Construction
- Square foot per floor; design occupant load
- Design Professional's Registration Number
- If manufactured structure, supply unit number(s), manufactured date

Required Fees for a Building Permit:

- Structural/Mechanical
- Electrical
- Sprinkler/HVAC/Hood/Fire Alarm/etc.
- Board of Building Standards

Required Submittals for a Commercial Building Permit (all items may not be necessary for every project):

- Design Professional's Seals on the plans
- Site Plan
- Floor Plans
- Elevations
- Foundation Plan
- Roof Framing Plan
- Building Cross Sections
- Section Details
- Door/Room Finish Schedule
- ADAAG
- Plumbing Plans – Chapter 29 OBC/Ohio Plumbing Code
- HVAC Plans – Chapter 28 OBC/Ohio Mechanical Code
- Model Energy Code
- Electrical Site Plan – Chapter 27 OBC/NEC
- Electrical Service Plan – Riser Diagram/Panel Schedule
- Electrical Power Plans
- Electrical Lighting Plans – Egress Lighting and Exit Signs
- Automatic Fire Suppression System Plans – Hydraulic Calculations
- Automatic Signaling System Plans – Shop Drawings
- Other Fire Protection System Plans